



**David Dobson**  
Community Development  
and Housing Director

### **Mission Statement**

*Community Development and Housing Department is a diverse team that utilizes experience and knowledge to achieve a better quality of life for county residents by providing quality programs and services. In addition, the department is a good steward of the Public Trust, effectively and efficiently delivering community development and housing program resources.*



### **GOALS**

**DEVELOP AND  
COORDINATE PROCESS  
FOR OBTAINING  
GRANTS**

**SUB-GRANT CDBG AND  
ESG FUNDS TO BENEFIT  
LOW-AND MODERATE  
INCOME PERSONS**

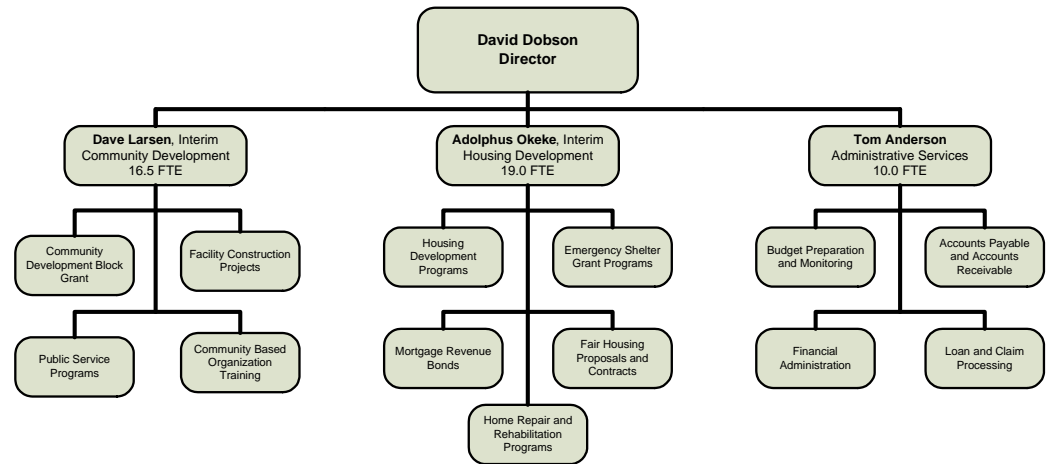
**PREPARE ANNUAL  
PERFORMANCE  
REPORT**

**COMMUNICATE GRANT  
AND LOAN RESOURCES  
AVAILABLE**

**IMPLEMENT  
AFFORDABLE HOUSING  
PROGRAMS**

## **COMMUNITY DEVELOPMENT AND HOUSING DEPARTMENT**

### **ORGANIZATIONAL CHART**



### **DESCRIPTION OF MAJOR SERVICES**

The Community Development and Housing (CDH) Department administers federal, state, and local grant funds allocated to the county for housing and community development programs. Federal funds comprise a large percentage of the total monies included in the CDH budget. Examples include:

Community Development Block Grant (CDBG) provides funding for public works construction, public service and community revitalization projects in participating communities throughout the county.

Emergency Shelter Grant (ESG) provides funding for shelter and related services to homeless persons throughout the county.

HOME Investment Partnership Act Grant (HOME) provides funding to expand and preserve the supply of decent, safe, sanitary and affordable housing.

Neighborhood Initiative (NI) Grant provides funding for housing projects within the county.

Economic Development Initiative Program (EDI) Grant provides funding for economic development projects within the county.

CDH administers a State Grant to reconstruct the water delivery system in Cedar Glen. Also, CDH has been assisting the County Redevelopment Agency, with grant fund distribution, to help qualifying homeowners rebuild in Cedar Glen after the 2003 fire.

### **2007-08 SUMMARY OF BUDGET UNITS**

	<b>Appropriation</b>	<b>Revenue</b>	<b>Fund Balance</b>	<b>Staffing</b>
Community Development and Housing	49,461,751	35,761,315	13,700,436	50.0

## GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

### GOAL 1: DEVELOP AND COORDINATE THE CONSOLIDATED PLAN PROCESS FOR OBTAINING THE HOME INVESTMENT PARTNERSHIP ACT (HOME), THE EMERGENCY SHELTER GRANT (ESG), AND THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FORMULA GRANTS

*Objective A: Prepare the annual Action Plan.*

*Objective B: Prepare the annual Action Plan Summary.*

*Objective C: Process the annual grant agreements.*

*Objective D: Prepare the annual ESG Request for Proposal (RFP).*

#### Status

Each objective above is estimated to be completed for 2007-08. All objectives must be completed to assure continued delivery of services to the county residents.

### GOAL 2: SUB-GRANT CDBG AND ESG FUNDS TO COUNTY DEPARTMENTS, COOPERATING CITIES AND NON-PROFIT AGENCIES FOR PROGRAMS AND PROJECTS BENEFITTING LOW-AND MODERATE-INCOME PERSONS

*Objective A: Enter ESG Sub-Grant contracts with fourteen (14) non-profit homeless shelter providers.*

*Objective B: Prepare Environmental Reviews to release CDBG funds for sixty (60) construction projects.*

*Objective C: Enter Project Implementation/Maintenance and Operation agreements for sixty (60) construction projects.*

*Objective D: Enter CDBG Sub-Grant contracts with eighty (80) agencies to carry-out public service program.*

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
2A. Percentage of Emergency Shelter Grant (ESG) "Cold Weather Shelter Program" contracts with non-profit homeless service providers executed within 30 days of completion of RFP and projected start date of each project.	75%	100%	90%	100%	100%
2B. Percentage of Community Development Block Grant (CDBG) project Environmental Review Records (ERR) approved by HUD within ninety (90) days of project approval.	80%	88%	80%	80%	80%
2C. Percentage of Project Implementation/Maintenance and Operation agreements entered within thirty (30) days of ERR Completion.	75%	87%	80%	80%	80%
2D. Percentage of Public Service contracts executed within thirty (30) days of the projected start date of each program.	N/A	91%	80%	80%	80%

#### Status

All measurements have met or exceeded the targeted levels of accomplishment, which is highly dependent upon the participation and performance of outside organizations and agencies.

### 2006-07 ACCOMPLISHMENTS

- ❖ Managed \$12.8 million in annual Federal Grants
- ❖ Managed 337 sub-recipient agreements
- ❖ Directly assisted over 24,000 low and moderate income households



### **GOAL 3: PREPARE AN ANNUAL PERFORMANCE REPORT COVERING THE CONSOLIDATED PLAN GRANT PROGRAMS FOR SUBMITTAL TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

*Objective A: Prepare HUD required reports.*

*Objective B: Implement the HUD Integrated Disbursement and Information System (IDIS) for reporting and the drawing of grant funds.*

*Objective C: Provide program monitoring to insure compliance of assisted activities.*

#### Status

Each objective is projected to be completed for 2007-08.

### **GOAL 4: COMMUNICATE USEFUL AND TIMELY INFORMATION TO OTHER AGENCIES AND TO THE GENERAL PUBLIC TO INFORM THEM ABOUT GRANT AND LOAN RESOURCES AVAILABLE TO MEET COMMUNITY AND HOUSING NEEDS**

*Objective A: Advertise the annual CDBG, Home, and ESG Programs, and request CDBG applications.*

*Objective B: Update program procedures and disseminate them to the public.*

*Objective C: Participate in the National CDBG Week and Fair Housing Week promotional programs.*

	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
<b>MEASUREMENT</b>					
4. Percentage of non-profit agencies, cities, and individual homeowners who receive information they need in order to apply for CDBG, ESG, and HOME funds.	N/A	100%	100%	100%	100%

#### Status

Each of the stated objectives is estimated to be achieved for 2007-08, as will be evidenced by successful operation of the CDBG, ESG, and HOME programs. Interest among participating agencies, cities, and individuals remains consistent with earlier years of operation.

### **GOAL 5: IMPLEMENT AFFORDABLE HOUSING PROGRAMS FOR CONSTRUCTION OF NEW HOUSING AND REHABILITATION OF EXISTING HOUSING, AND PROVISION OF EMERGENCY SHELTER FOR HOMELESS PERSONS**

*Objective A: Continue to provide HOME-funded loans for the development of low and very low income housing units.*

*Objective B: Continue to provide HOME funds to the Housing Authority of San Bernardino County to provide tenant-based rental assistance.*

*Objective C: Continue to provide CDBG- and HOME- funded housing rehabilitation loans and grants.*

*Objective D: Continue to provide down payment assistance to families buying their home.*

*Objective E: Continue to provide ESG funds to homeless shelter providers.*

*Objective F: Develop a memorandum of understanding with the County Behavioral Health Department for implementation of Proposition 63 housing projects for homeless mentally ill patients.*

*Objective G: Receive and process authorizations from the County RDA for assigned Home Rehabilitation Program (HRP) projects in Cedar Glen, and develop housing reconstruction assistance loan packages.*

*Objective H: Continue to implement the Land Use Application Fee Assistance Grant Program in Cedar Glen to assist with the rebuilding effort.*

*Objective I: Implement Home Rehabilitation Program (HRP) in all redevelopment project areas to address residential blight in project areas.*

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
5A. Number of housing units constructed or rehabilitated. (Numbers reflect an accounting correction from prior years).	40	22	20	11	20
5B. Number of low-income families or disabled persons who receive rental housing security deposit and utility payment assistance.	140	186	200	200	200
5C. Number of low- and moderate-income homeowners who receive loans or grants.	254	283	250	230	215
5D. Number of families who succeed in buying their home.	28	29	20	20	25
5E. Number of emergency shelter nights provided to homeless persons.	25,743	25,509	24,000	24,000	24,500
5F. Number of housing projects planned for construction with Prop. 63 funds.	N/A	N/A	2	0	2
5G. Number of homeowners who will receive financial assistance to rebuild their homes that were lost in the 2003 "Old Fire" disaster.	N/A	11	10	1	5
5H. Percentage of on-time completion within the designated time frame: - CDH completion of initial review of eligible land use services grant applications within thirty (30) days of receipt and completion of reimbursements within thirty (30) days of receipt of claims and approved back up information.	N/A	100%	100%	100%	100%
5I. Percentage of on-time completion within the designated time frame: - CDH completion of initial review of eligible HRP applications within thirty (30) days of receipt. - Rehabilitation activities completed within 12 months of application approval.	N/A	95%	100%	100%	100%

#### Status

The number of housing units constructed or rehabilitated is estimated to be lower than expected in 2007-08, due to the initiation of a comprehensive assessment of previously operated programs coupled with an anticipated strategic planning and redesign of the programs. The number of families that CDH has assisted in buying a home through October 31 is 8. CDH expects to meet the goal of 20 this year. CDH expects to meet the shelter night estimate for 2007-08. The MOU with Behavioral Health Department has not been finalized, so the number of housing projects planned for construction will not be accomplished this year. The Home Rehabilitation Program in Cedar Glen will provide less assistance to homeowners due to the diminishing demand for repair of damage from the 2003 "Old Fire". CDH, by October 31, has processed 42 eligible grant applications and they have all been reviewed within the 30 day time frame. The three loan applications that have been processed through October 31 have all been reviewed within the 30 day time frame. CDH expects the loan and grant applications, received during the remainder of the year, to be reviewed in the same timely manner.

#### **2008-09 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS), INCLUDING NEW CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS, OR BUSINESS PROCESS IMPROVEMENT (BPI) RESERVE FUNDS**

#### **2008-09 PROPOSED FEE ADJUSTMENTS**

The department is not requesting any additional general fund financing for 2008-09.

#### **2008-09 PROPOSED FEE ADJUSTMENTS**

The department is not requesting any proposed fee adjustments for 2008-09.

If there are questions about this business plan, please contact David G. Dobson, CDH Director, at (909) 388-0808.